

PERMIT APPLICATION TO USE CIVIC CENTER GROUNDS IN CONNECTION WITH THE  
HONOLULU CITY LIGHTS PROGRAM FOR THE 2019 SEASON

Name of Organization: _____			
Mailing Address: _____			
Number		Street	
City		State	Zip
Telephone: _____		Fax: _____	

Person submitting application for the above organization:			
Name: _____			
Address: _____			
Number		Street	
City		State	Zip
Telephone: _____		Fax: _____	

Person in charge of organizing display:			
Name: _____			
Address: _____			
Number		Street	
City		State	Zip
Telephone: _____		Fax: _____	
Emergency telephone number: _____			

Display Site Preference: (The following site selection ***MUST*** be completed.)

- |                  |                      |
|------------------|----------------------|
| • FIRST CHOICE:  | Display Area: _____  |
| • SECOND CHOICE: | Display Area: _____  |
| • THIRD CHOICE:  | Display Area : _____ |
| • FOURTH CHOICE: | Display Area: _____  |
| • FIFTH CHOICE:  | Display Area: _____  |

PLEASE ATTACH – Proof of non-profit status formed under HRS Chapter 414D or charitable organizations formed under HRS 467B or Section 501 (c) (3) of the Internal Revenue Code.

I understand that my organization will comply with all procedures and conditions of the rules relating to permits for use of civic center grounds for displays by organizations in connection with the Honolulu City Lights program.

SIGNATURE: _____	DATE: _____
Printed Name: _____	

FOR OFFICIAL USE ONLY	
Date application received: _____	By: _____
Application number: _____	Site assigned: _____
<input type="checkbox"/> Site not assigned because number drawn was beyond number of sites available.	
Notification sent: _____	
Approved by: _____	Date: _____
Private Display Coordinator	

PERMIT APPLICATION TO USE CIVIC CENTER GROUNDS IN CONNECTION WITH THE  
HONOLULU CITY LIGHTS PROGRAM FOR THE 2019 SEASON

INSTRUCTIONS AND REGULATIONS

Application Deadline: Friday, September 6, 2019  
4:30 p.m.

Mail or Drop off at: Department of Customer Services  
Mission Memorial Building  
550 South King Street  
Honolulu, Hawaii 96813

Lottery Date: Friday, September 20, 2019  
10:00 a.m.  
Mission Memorial Building  
Hearings Conference Room  
550 South King Street  
Honolulu, Hawaii 96813

Applicants are invited to attend the lottery to assign display sites; however, presence is not necessary.

§1 – 5. Regulations regarding the Display.

- (a) Displays shall comply with the following:
- (1) There shall be only one display per display area.
  - (2) Each display shall be contained wholly within the display area as shown on the permit. The maximum size of each display area shall be twenty (20) feet by twenty (20) feet.
  - (3) No part of any display shall exceed twelve (12) feet in height.
  - (4) Each display shall be enclosed in a white wooden fence at least three (3) feet in height.
  - (5) Except for one 20 amp/120 volt outlet per display area provided by the City, no generator or other source of electricity shall be permitted. The outlet will be connected to a central timer to allow illumination to be initiated and discontinued each night for all displays at the same time, with the City determining the hours of illumination.
  - (6) No live animals shall be used in any display.
  - (7) No music or other audio presentation shall be used in any display.
  - (8) Each display must prominently display a placard containing the following:
    - (i) the name of the organization sponsoring the display;
    - (ii) the organization’s telephone number where members of the public may obtain information regarding the display; and
    - (iii) the following statement:  
“This display is privately-funded. No City and County of Honolulu funds have been used to fund this display. This display is not part of the Honolulu City Lights Program, and is neither sponsored nor endorsed by the City and County of Honolulu.”

The placard shall be at least 18 inches in height and 24 inches in width with black lettering on a white background. The placard shall be waterproof.

- (9) No brochures or other written materials shall be distributed within the display area.
- (10) No construction or other installation work shall be performed with respect to the display on the opening day of the Honolulu City Lights Program.

§1 – 6. Length of Display. Displays shall be erected no earlier than the weekend prior to the opening of the Honolulu City Lights Program. Displays shall be removed no later than the weekend prior to the removal of the Honolulu City Lights Program displays.

